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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3451.1

Effective Date: May 07, 1999
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[Printable Format \(PDF\)](#)

Subject: NASA Awards and Recognition Program

Responsible Office: Office of Human Capital Management

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Preface

P.1 Purpose

NASA strives to improve the effectiveness and efficiency of Government operations and to stimulate the participation of employees in this effort by utilizing the full authorities in the Federal Government's awards program. This NASA Procedural Requirement (NPR) establishes the responsibilities, procedures, and requirements for the establishment and administration of an awards program that best supports and enhances the Agency's national goals and meets employee recognition needs as detailed in the chapters to this NPR. It provides Agency direction, which should be used in conjunction with the referenced statutory and regulatory requirements. Center Personnel Offices should be consulted for further information and guidance.

P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities. Unless otherwise indicated, use of the word Center(s) in the text of this NPR includes NASA Headquarters and any reference to Center Director(s) includes the Assistant Administrator for Institutional and Corporate Management.

P.3 Authority

- a. 5 U.S.C., Part III, Chapters 43, 45, and 53.
- b. 42 U.S.C. 2457, Section 305 of the National Aeronautics and Space Act of 1958, as amended.
- c. 42 U.S.C. 2458, Section 306 of the National Aeronautics and Space Act of 1958, as amended.
- d. 5 CFR, Parts 430, 451, and 531.
- e. Executive Order 11438, dated December 3, 1968.

P.4 References

- a. NPD 3000.1, "Management of Human Resources."
- b. NPR 3430.1, "NASA Employee Performance Communication System (EPCS)."
- c. 14 CFR 1240.1, Awards for Scientific and Technical Contributions.

P.5 Cancellation

NPR 3451.1C, dated December 31, 1991.

/s/ Vicki A. Novak

Assistant Administrator for Human Resources

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